



**Washington State  
Liquor Control Board**  
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No. 2010-02

TO: ALL SUPPLIERS

FROM: DEBI J. BESSER, DIRECTOR OF PURCHASING

SUBJECT: REVIEW AND COMMENT ON PROPOSED CHANGES TO  
DELIVERY STANDARDS DOCUMENT

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To ensure that our Distribution Center is operating as efficiently as possible, we document our requirements for packaging and receipt of incoming product shipments in our "Delivery Standards" document. As part of our on-going process improvement efforts, we are proposing some changes to our current Delivery Standards.

These proposed changes are highlighted in yellow in the attached document, and include revisions to:

- Time requirement for missed, cancelling or rescheduling loads
- Tape requirements
- Case divider requirements
- Case height requirements
- Pallet change notification requirements
- Case label requirements
- Pallet height requirements
- Shrink wrap requirements

We would like to receive your comments and feedback on these proposed changes. Please submit written comments by February 12, 2010 via one of the following methods:

- 1) By email to Meagan Renick ([mkr@liq.wa.gov](mailto:mkr@liq.wa.gov)) Please use "Delivery Standards Comments" as the subject line.
- 2) By letter to: Meagan Renick  
3000 Pacific Ave  
Olympia, WA 98504

If you have any questions about providing the feedback, please contact Debi Besser at 360-664-1668.

Thank you.

Attachment